



Welcome to the Cleveland Metropolitan School District Substitute Teachers and Paraprofessionals, Secretaries!

This job aid will assist Substitute Teachers, Paraprofessionals, and Secretaries to search for and accept substitute assignments.

Please refer to the [Substitute Daily Routine](#) for more information.

If you have questions, contact the Substitute Center office by phone or email substitutes@clevelandmetroschools.com or 216-838-0077.

Navigating SmartFind Express to accept a substitute assignment

Sign in to the *SmartFindExpress* from the Staff dropdown menu on the CMSD website.

The screenshot shows the Cleveland Metropolitan School District website. The navigation menu includes: ABOUT US, BOARD, CEO, DEPARTMENTS, SCHOOLS, PARTNERS, NEWSROOM, Students, Parents, and Staff. The Staff dropdown menu is open, showing options: Workday, Office 365, CMSD Substitute Center (circled in red), TDES (Teacher Evaluations), Professional Development, Certification & Licensure, Service Delivery, MIM, SchoolNET, NAVIANCE, PowerSchool/Sunguard, Cleveland Teachers Union, and Collective Bargaining. A yellow arrow points to the 'CMSD Substitute Center' option with the text: "Under the STAFF tab, click on CMSD Substitute Center to access *SmartFindExpress*".

Welcome to The Cleveland Metropolitan School District Smart Find Express!

The Smart Find System Phone Number is (216) 838-4782.

SUBSTITUTE OFFICE CONTACT INFORMATION

PHONE HOURS ARE 6:00 AM UNTIL 11:00 AM PHONE NUMBERS: 216-838-0077 GENERAL QUESTION? EMAIL Substitutes@clevelandmetroschools.org

TIME ENTRY OR PAYROLL QUESTION? Substitutespayroll@clevelandmetroschools.org

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community

Access ID
Pin
Submit
Trouble signing in?

EMPLOYEE ID #
6 digit number easy to remember

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Click on **Available Jobs**, then **search** to view and select your assignment. Once you select the assignment, you will receive your JOB NUMBER on your calendar.

eSchool SOLUTIONS SmartFindExpress™

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Home Schedule Available Jobs **Review Assignments**

Available Jobs Search limited to today. Click Search

* Search From: 06/21/2018 * To: 06/21/2018
Search

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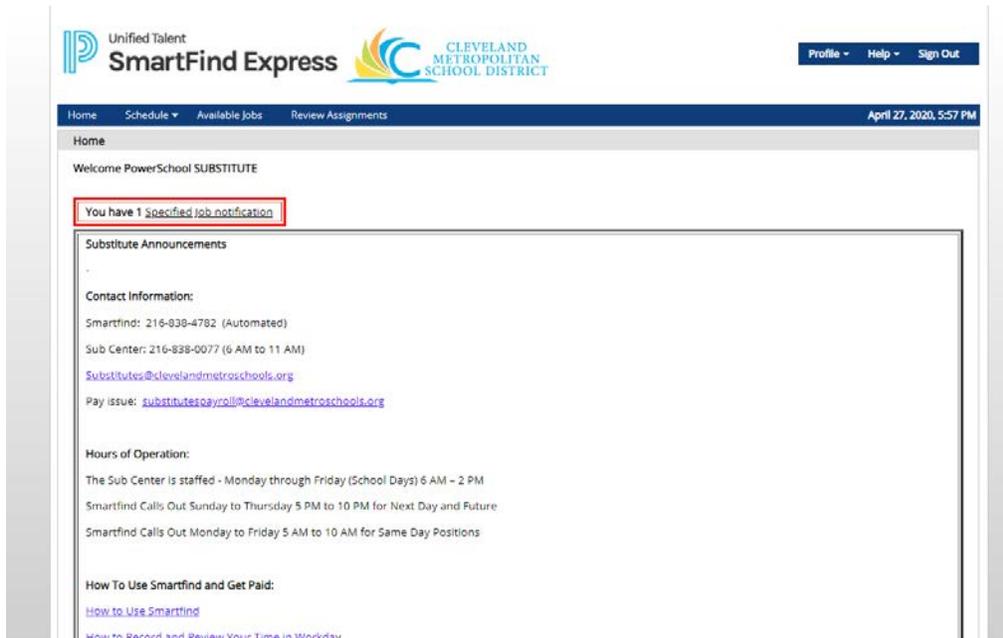
Available Jobs
Review Assignments
Search

Once you accept an assignment (phone or web), go to **“Review Assignments”** and in the **“calendar view”** confirm a job number appears on the calendar before reporting to any school.

If you find a discrepancy on your calendar call the Substitute Center for immediate assistance.

Note: Specified Substitute

If a teacher, para, or secretary has identified you as a Specified Substitute, a notification will appear in SFE in the “red box.” Please refer to the attached [Accepting a Specified Substitute Assignment](#)



Reporting to an Assignment

Confirm a job number appears on your SFE calendar.

The screenshot shows the eSchool Solutions SmartFind Express interface in a browser window. The URL is https://cmsd.eschoolsolutions.com/substituteCalendarInitAction.do. The page title is "Review Assignments". There are two red arrows pointing to specific elements: one points to the "Calendar" view option and the "SEARCH" button, with the text "CLICK 'CALENDAR' VIEW AND HIT SEARCH – do not use list view"; the other points to the "Review Assignments" section, with the text "Review assignments EVERY morning for accuracy and make adjustments when needed." The interface includes a search bar with a date range of 06/09/2018 and a note: "Note: Search by job number without use the date range". The footer contains "Terms of Use | Privacy | www.eschoolsolutions.com © 2001- 2018 eSchool Solutions, Inc. All rights reserved." and "SmartFindExpress 2.5.0.10063".

Browser tabs: eSchool Solutions, Home - Workday, Microsoft Office Ho, Mail - Diane.Hlava, SurveyMonkey Ans, SUMMERSCHOOL, Workday / WD Lan

Address bar: <https://cmsd.eschoolsolutions.com/substituteProfileCalendarAction.do>

Logos: eSchool SOLUTIONS SmartFindExpress, CLEVELAND METROPOLITAN SCHOOL DISTRICT

Navigation: Profile, Help, Sign Out

Menu: Home, Administrator, System Operations, System Configuration, Parameters, Telephone, Reports

Calendar Profile: Substitue

Calendar Name: GUSTOFF, PATRICIA
Access ID: 425069

Return To Inquiry

Calendar Grid:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 1046163 08:50 AM - 03:40 PM	2 1046163 08:50 AM - 03:40 PM	3 1046163 08:50 AM - 03:40 PM	4 1046163 08:50 AM - 03:40 PM	5
	7 Avail All Day	8 1046163 08:50 AM - 03:40 PM	9 1046163 08:50 AM - 03:40 PM	10 1046163 08:50 AM - 03:40 PM	11 1046163 08:50 AM - 03:40 PM	12
	14 Avail All Day	15 1046163 08:50 AM - 03:40 PM	16 1046163 08:50 AM - 03:40 PM	17 1046163 08:50 AM - 03:40 PM	18 1046163 08:50 AM - 03:40 PM	19
	21 Avail All Day	22 1046163 08:50 AM - 03:40 PM	23 1046163 08:50 AM - 03:40 PM	24 1046163 08:50 AM - 03:40 PM	25 1046163 08:50 AM - 03:40 PM	26
	28 Avail All Day	29 Avail All Day	30 Avail All Day	31 Avail All Day		

This is what your calendar should look like!!

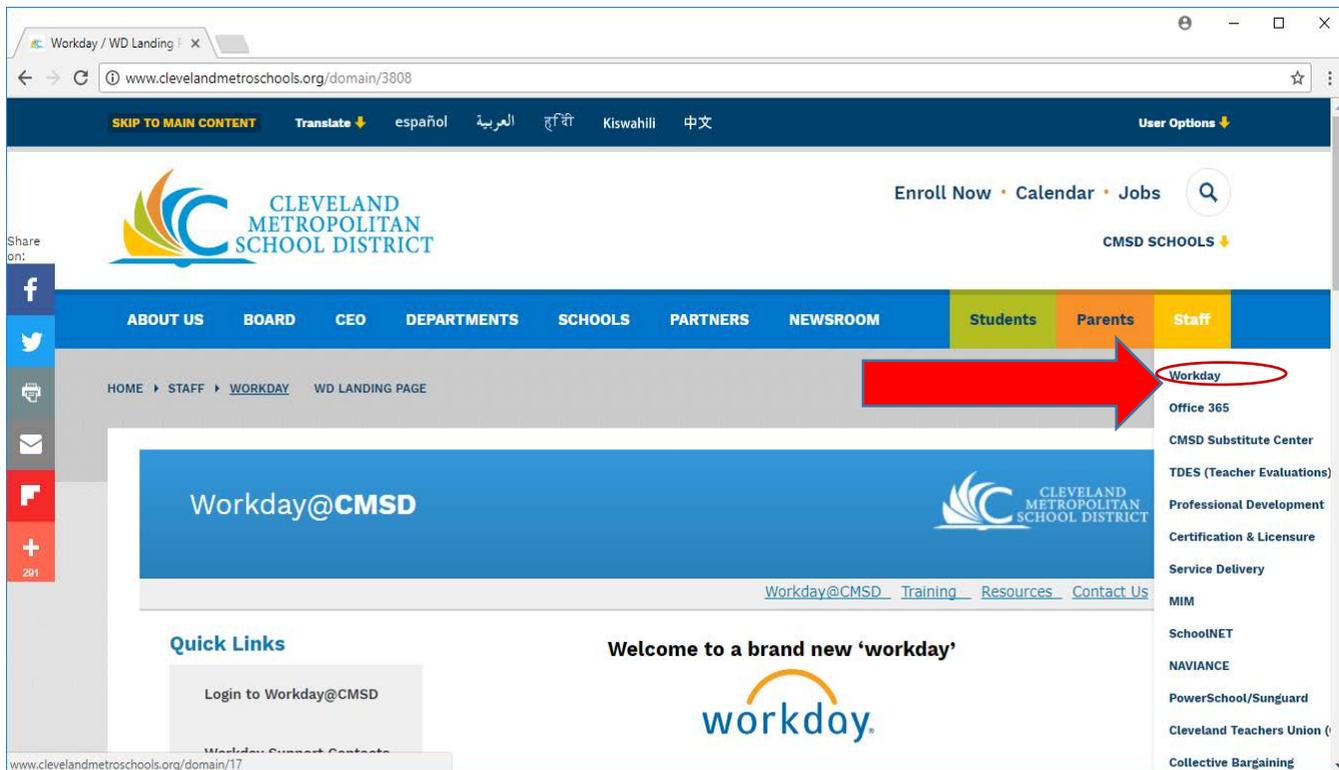
PLAN AHEAD for any missing job numbers, and to extend assignments on time.

DO NOT report to ANY assignment WITHOUT A JOB NUMBER from the SmartFind Express calendar.

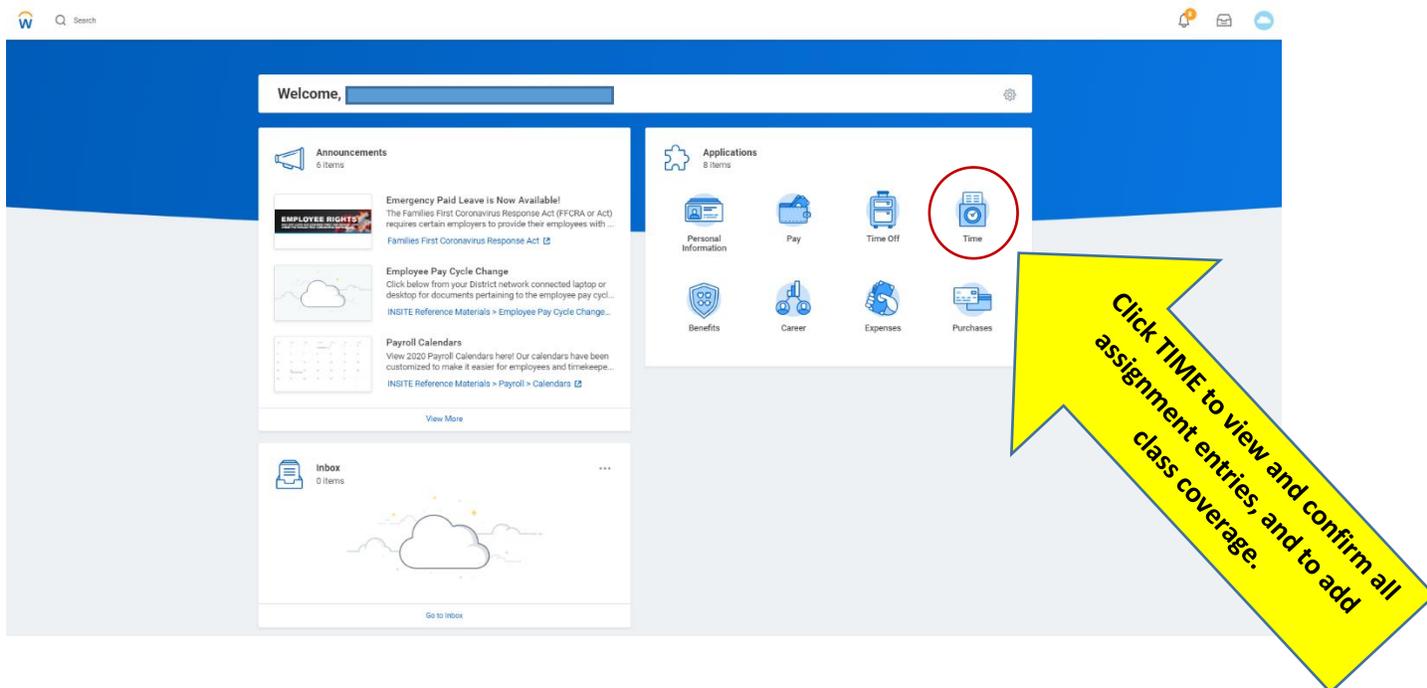
WORKDAY

Sign into *WORKDAY* from the CMSD website under the STAFF tab.

Again, this should be done DAILY for assignment and payroll accuracy.



Click on the "TIME" icon to view your job entry calendar.



View and confirm all assignments to ensure proper processing for payroll.
 Make sure your Workday calendar matches your SFE calendar.

If, after 11:00 AM, the assignment does not appear in Workday, please wait 24-48 hours before contacting Substitutes@clevelandmetroschools.org.

Should you find any discrepancies on your assignment box, or number of days in the position for the current day, please email substitutes@clevelandmetroschools.org

How to Enter Class Coverage

Follow the steps below on how to enter class coverage correctly. When needed, your timekeeper may assist you in entering time.

Instructions:

- Click on the calendar for the day of the week to enter time for that day.
- Click on a time block, if you wish to edit an existing time block.
- Time entered via the time clock (Regular Worked Time) cannot be edited.

Here is the new box for any additional entries.

Click here under the daily boxes.

Enter Time
05/24/2018

Time Type * [search]

Hours * 0

Details

Comment

OK Cancel

Enter Time

Instructions:

- Click on the calendar for the day of the week to enter time for that day.
- Click on a time block, if you wish to edit an existing time block.
- Time entered via the time clock (Regular Worked Time) cannot be edited.

Enter school name.

Enter Time

Time Type * [search]

Hours * 1

Details

Cost Center X 0560CC Walton

Days in Position

Class Coverage

Supplemental Time - Substitute Teachers

Time Entered Directly to Time Calendar X No

Comment

View Details

Enter Time

Choose the class coverage code which most closely matches the work performed, changing the number of units in the hours field as needed.

Enter teacher name, class and reason for covering this class in comment box.

For example, if a substitute covered 1 teacher’s class for 3 periods, you would enter C01 – Class Coverage 1 Period and enter “3” in the Hours Field.

When a Paraprofessional is necessary but not available in the classroom, the substitute teacher may enter 1 to 6 “periods” (hours) for each period that you are covering (C19)

Example: If you cover for the student(s) the full day, the maximum number of hours is 6.

Enter number of periods (hours) here

Enter who, what, why, etc. in comments

Enter C19 for ALL Para coverage entries

When a principal approves you to stay after school to set up for a school picnic for 3 hours enter as shown below.

Instructions:

- Click on the calendar for the day of the week to enter time for that day.
- Click on a time block, if you wish to edit an existing time block.
- Time entered via the time clock (Regular Worked Time) cannot be edited. You must contact your timekeeper, if clocked in/out times need to be edited.

Today < > May 19 – 25, 2018

Sat 5/19 Hours: 0 Sun 5/20 Hours: 0

Time Type *

Hours *

Details

Cost Center

Days in Position

Class Coverage

Supplemental Time - Substitute Teachers In-Service Hourly Rate (Not Full Day) - School Based

Time Entered Directly to Time Calendar No

Comment

OK Cancel

View Week

Thu 5/24 Hours: 7.33 Fri 5/25 Hours: 7.33

Walton 7.33 Hours - Paid ✓ Approved

Percent of Day Worked 1 ✓ Approved

Enter Time

Voluntary PD (VPD) is not entered in Time Tracking; the principal must send written authorization to substitutes@clevelandmetroschools.org and wdbpayroll@clevelandmetroschools.org.

Each day, after 11:00 am, once the system uploads your assignment and all additional entries have been made, you may validate the time entries are accurate and are ready for submission to payroll.

Instructions:

- Click on the calendar for the day of the week to enter time for that day.
- Click on a time block, if you wish to edit an existing time block.
- Time entered via the time clock (Regular Worked Time) cannot be edited. You must contact your timekeeper, if clocked in/out times need to be edited.

Today < > Jun 9 – 15, 2018

Sat 6/9 Hours: 0 Sun 6/10 Hours: 0 Mon 6/11 Hours: 7.33 Tue 6/12 Hours: 7.33 Wed 6/13 Hours: 7.33 Thu 6/14 Hours: 7.33 Fri 6/15 Hours: 7.33

John Adams College and C 7.33 Hours Not Submitted

Percent of Day Worked 1 Not Submitted

Pay date 05/19/2018 - 06/01/2018

Time Period End 06/02/2018 - 06/15/2018

John Adams College and C 7.33 Hours Not Submitted

Percent of Day Worked 1 Not Submitted

Submit

When you have confirmed all entries are accurate for the week, click the green submit button to send to the school for their approval.

It is important for substitutes to view and confirm Workday time is correct daily. Time is submitted at the end of the pay period for timekeeper validation and manager approval.

All corrections must be submitted PRIOR to Time Period Lockout (see Workday calendar for specific dates). Any corrections following the Time Period Lockout require appropriate documentation and Principal authorization.

Once all entries have been made, submitted, and approved, your calendar will have green check marks and look like the image below.

Days worked: 4, Hours worked: 29.32, supplemental time: 0, time units: 0

Instructions:

- Click on the calendar for the day of the week to enter time for that day.
- Click on a time block, if you wish to edit an existing time block.
- Time entered via the time clock (Regular Worked Time) cannot be edited. You must contact your timekeeper, if clocked in/out times need to be edited.

View Absence Balances

Today < > Feb 8 – 14, 2020 View Week

Sat 2/8 Hours: 0	Sun 2/9 Hours: 0	Mon 2/10 Hours: 7.33	Tue 2/11 Hours: 7.33	Wed 2/12 Hours: 7.33	Thu 2/13 Hours: 7.33	Fri 2/14 Hours: 0
		Walton 7.33 Hours - Paid ✓ Approved				
		Percent of Day Worked 1 ✓ Approved				

Enter Time

Extra Minutes and...pdf Submitted EIB Apr...xlsx Show all

For any assistance or questions on how to register, log in, report an absence, accept an assignment, view calendar and more; please refer to the *SmartFindExpress* Tutorial videos: <http://www.clevelandmetroschools.org/Page/1205>